

Process and timeline for obtaining input for the WIA Strategic Plan (Integrated Workforce Plan)

Reference: WIA 111(g) and CFR 641.325 (g)

As soon as guidance is received from US DOL regarding the format and content of the plan, the SWIB will contact required entities to inform them of this process and the impending drafting of the plan. These entities will be formally invited in writing (may be electronic) to submit any input, including, but not limited to, the content required by USDOL, new programs, best practices to incorporate into the plan, and changes to current programs and operations.

Using the receipt of USDOL guidance as day one of the timeline:

Within a month of the receipt of the guidance, the SWIB will convene a Plan Work Group, with members from the SWIB, its Standing Committees, and representatives from the Local Areas, to draft the new plan. The work of the Work Group shall be completed no less than six weeks prior to the posting of public comment on the plan.

Within a week of the USDOL guidance, the Governor or Governor's designee will inform Chief Local Elected Officials that a new plan is going to be drafted, and their input, as described above, is invited, with a deadline allowing the Plan Work Group to integrate the input into the plan.

Within a week of the USDOL guidance, the SWIB Director will inform Local Workforce Investment Boards that a new plan is going to be drafted, and their input, as described above, is invited. A reasonable deadline that allows the Plan Work Group to integrate the input into the plan.

The SWIB Director, in concert with local areas, will inform local Chambers of Commerce that a new plan is going to be drafted, and their input, as described above, is invited, with a deadline allowing the Plan Work Group to integrate the input into the plan.

Additional business input will be sought by having the SWIB staff and members directly solicit input through professional and trade associations.

The SWIB Chair will direct the SWIB's organized labor members to solicit input from major labor organizations, including, at a minimum, members of the Maine AFL-CIO and Service Employers International Union (SEIU). The organized labor members will collect and deliver that input to the SWIB's Plan Work Group with a deadline allowing the Plan Work Group to integrate the input into the plan.

The SWIB Chair will direct the Program Policy Committee and the other SWIB standing committees to solicit input from WIA-required program partners and other entities providing workforce development programming and services, including entities under contract to state agencies for the delivery of workforce development and other services to

targeted populations, for example, veterans' organizations, women's nontraditional occupation organizations, literacy organizations, etc. The program Policy Committee members will collect and deliver that input to the SWIB's Plan Work Group with a deadline allowing the Plan Work Group to integrate the input into the plan.

The SWIB Chair will ask all SWIB members to identify any additional individuals or entities from which input should be solicited. The SWIB Chair will ask SWIB members from the Departments of Education, Community and Economic Development, and Health and Human Services to solicit specific input from their respective departments. That input should be collected and delivered with a deadline allowing the Plan Work Group to integrate the input into the plan.

To reach the general public, a public comment period of no less than five business days will be posted on the SWIB's website [www.maine.gov/swib](http://www.maine.gov/swib). The date of the posting will allow the SWIB to receive comments from the general public no later than five business days prior to the submission of the plan to the USDOL.

The SWIB's Interested Parties list, Standing Committee members, and Committees' Interested Parties will be notified by email of the public comment period.

**SAMPLE** timeline, which can be formatted as a checklist or project management spreadsheet:

**September 1, 2015:**

USDOL directs states to draft an Integrated Workforce Plan due on June 30, 2016 and issues relevant guidance.

**By September 8, 2015:**

Governor or Governor's designee informs the Chief Local Elected Officials that a new plan is going to be drafted and invites their input. The Governor may convene a face to face meeting or use another medium for the input, with a final deadline of **December 31, 2015**.

The SWIB Director informs Local Workforce Investment Boards that a new plan is going to be drafted and invites their input. The Governor may convene a face to face meeting or use another medium for the input, with a final deadline of **December 31, 2015**.

**By September 30, 2015:**

The SWIB establishes and convenes a Plan Work Group. The Work Group, with input from SWIB staff, establishes a work schedule for meetings and deadlines for first and subsequent components of the plan. The final deadline for the Work Group's product is **March 1, 2016**.

The SWIB Director, in concert with local areas, solicits formal input from businesses through local Chambers of Commerce with a deadline of **March 1, 2016**.

Additional business input will be sought by having the SWIB staff and members directly solicit input through professional and trade associations, with a deadline of **March 1, 2016**.

The SWIB Chair directs the SWIB's organized labor members and Program Policy Committee members to solicit input from major labor organizations, as described above. The organized labor members will collect and deliver that input to the SWIB's Plan Work Group by **March 1, 2016**.

The SWIB Chair asks all SWIB members to identify any additional individuals or entities from which input should be solicited by **October 15, 2015**.

Once the entities are identified, the Chair will assign specific SWIB members or staff to collect and deliver that input to the Plan Work Group by **March 1, 2016**.

The SWIB Chair asks SWIB members from the Departments of Education, Community and Economic Development, and Health and Human Services to solicit specific input from their respective departments and deliver the input by **March 1, 2016**.

The SWIB Chair directs the Program Policy Committee and the other SWIB standing committees to solicit input from WIA-required program partners and other entities providing workforce development programming and services, including entities under contract to state agencies for the delivery of workforce development and other services to targeted populations. The deadline for collecting and delivering that input to the Plan Work Group is **March 1, 2016**.

The SWIB Chair asks SWIB members from the Departments of Education, Community and Economic Development, and Health and Human Services to solicit specific input from their respective departments by **March 1, 2016**.

#### **October 15, 2015**

Additional individuals or entities from which input should be are identified as assigned above.

The SWIB Chair or staff assigns individual SWIB members or Maine Department of Labor staff to solicit the input from those identified, to be delivered to the Plan Work Group with a deadline of **March 1, 2016**.

#### **December 31, 2015**

The Governor convenes a face to face meeting or uses another method to receive input from the Chief Elected Officials, by this date. The SWIB Director convenes a face to face meeting or uses another method to receive input from Local Workforce Investment Boards. Input received as a result from the meetings and subsequent contact is delivered to the Plan Work Group by **March 1, 2016**.

**March 1, 2016**

All required input is received by the Plan Work Group.

**April 1, 2016**

The first draft of the Plan is presented to the SWIB for discussion and initial approval.

**April 15, 2016**

Second draft is delivered to the SWIB for final approval.

**May 1, 2016**

All attachments, assurances, and supporting documentation is incorporated into the Plan.

**May 15, 2016**

The Plan is posted on [www.maine.gov/swib](http://www.maine.gov/swib) for a thirty-day public comment period. Interested Parties and Standing Committees will be notified.

**June 14, 2016**

Public comment deadline.

**June 30, 2016**

Plan submitted to USDOL.